With the enactment of NOAA's FY2005 Appropriation, new program codes and projects have been created that may affect your funding distributions already in place. To aid in adjusting your existing BOP(s) so that the NOAA Budget Office can reduce or modify the current allotments, an instruction sheet has been created by the National Weather Service staff and is forwarded for your use. Follow the questions listed below to determine which BOP guidance to use to reduce/delete existing BOP(s).

What is happening to the current active Program/Project Account?

Is the active Program/Project Account being completely replaced by a new Program/Project Account?

   If **YES**,
   Do obligations exist against the active Program/Project Account?

         If **YES**, follow the instructions "Adjusting BOPs in 2, 3 and 4th QTRs" beginning on Page 2.

         If **NO**, follow the instructions "Adjusting BOPs in all QTRs" beginning on Page 5.
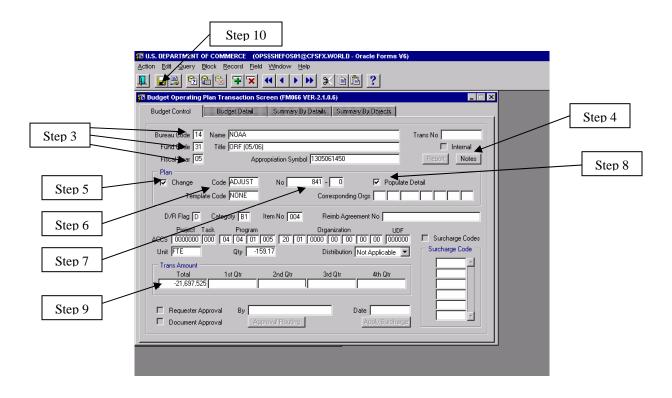
   If **NO**,
   Is the active Program/Project Account funded in FY 05?

         If **YES**, await further guidance, from your LO, for making changes to plan amounts.

         If **NO**, follow instructions "Adjusting BOPs in all QTRs" beginning on Page 5.
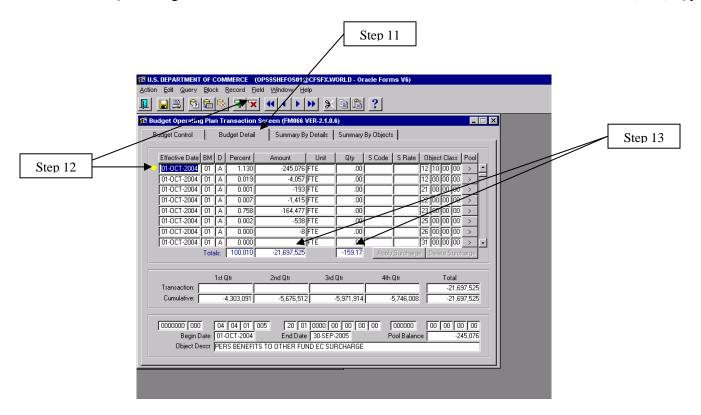
"Adjusting BOPs in 2, 3 and 4th QTRs"

1. Log on to the Budget Operating Plans system.
2. Navigate to the Budget Operating Plan Transaction Screen (FM066).
3. Complete the bureau code (14); fund code (FC 31 for ORF, FC 32 or 34 for PAC); fiscal year (05) blocks.
4. Click on the Notes icon. Input note: "Adjustment of 2, 3, 4th QTR"
5. Place a Check in the <u>Change</u> field.
6. The <u>Code</u> field should be "ADJUST."
7. Enter the initial plan number of the BOP being adjusted in the <u>No</u> field.
8. Ensure that a Check Mark is in the <u>Populate Detail</u> field.
9. Note that a negative figure should be in the <u>Trans Amount Total</u> field. This figure will be the original plan total.
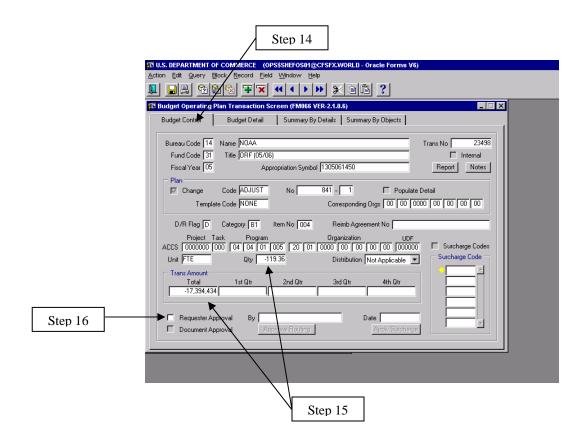10. Click on the <u>Save</u> icon. This will save the plan and automatically generate a new sequential plan number.

11. Click on the <u>Budget Detail</u> tab.
12. Click on the desired line to be deleted, the yellow diamond indicates the selected data line. Then click on the <u>Delete a Record</u> icon.   Note that as each <u>Budget Detail</u> line is deleted the <u>Totals</u> change to reflect the deletion. Delete each line of the <u>Budget Detail</u> that has an <u>Effective Date</u> during the 1st QTR (any date between 01-OCT-2004 and 31-DEC-2004).
13. Once all 1st QTR <u>Budget Detail</u> lines have been deleted, note the new Totals for Amount and (FTE) Qty.
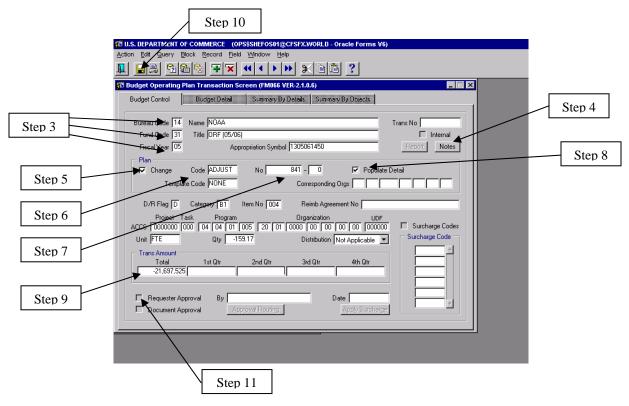
14. Click on the Budget Control tab.
15. Verify that the new FTE and Trans Amount Total reflect the figures noted in step 13; change if necessary to match the Budget Detail Totals.
16. Click on Requester Approval.
17. Inform the next level approver that the BOP(s) is/are awaiting their approval.

"Adjusting BOPs in ALL QTRs"

1. Log on to the Budget Operating Plans system.
2. Navigate to the Budget Operating Plan Transaction Screen (FM066).
3. Complete the bureau code (14); fund code (FC 31 for ORF, FC 32 or 34 for PAC); fiscal year (05) blocks.
4. Click on the Notes icon. Input note: "Deletion of original BOP amount"
5. Place a Check in the Change field.
6. The Code field should be "ADJUST."
7. Enter the initial plan number of the BOP being adjusted in the No field.
8. Ensure that a Check Mark is in the Populate Detail field.
9. Note that a negative figure should be in the Trans Amount Total field. This figure will be the original plan total.
10. Click on the Save icon. This will save the plan and automatically generate a new sequential plan number.

11. Click on Requester Approval.
12. Inform the next level approver that the BOP(s) is/are awaiting their approval.